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Older Adults Program Branch
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PROGRAM MEMO

TO: Area Agencies on Aging

NO: PM 22-14

DATE ISSUED: July 7, 2022

EXPIRES: Until Superseded or Rescinded

PROGRAMS AFFECTED: Older Americans Act Programs

SUPERSEDES: PM 21-24

SUBJECT: Data Reporting Guidance for State Fiscal Year 2022-23

Purpose

This program memo provides important updates to Area Agencies on Aging (AAAs) for program data reporting in Fiscal Year 2022-23 (July 1, 2022-June 30, 2023).

Service Categories and Data Dictionary

A new Data Dictionary with a table of contents and other improvements has been created to better serve the needs of the AAA's and is available as an attachment to this PM. Updates also include revised service definitions and other changes made to align with the Administration for Community Living's new State Performance Report reporting requirements. A summary of changes can be found at the end of the new Data Dictionary that lists all the revisions.

California Aging Reporting System (CARS)

For Older Americans Act services paid for by Area Plan funds, AAAs will continue to use CARS for regular quarterly reporting of program data. An updated CARS Specifications document is attached to this PM for reference.

Online Data Reporting Tool (ODRT)

As a transition from the previous weekly COVID Response Reporting, CDA moved at the end of 2021 to a monthly collection of program data. This was for a select number of services by funding source using the Online Data Reporting Tool and was separate from the data being collected in CARS. Effective starting July, the monthly data reporting requirement will end and data for June 2022 will be the final month for this reporting. All monthly data from November 2021 to June 2022 will be due by July 30, 2022. Thank you to the entire AAA network for your reporting efforts.

Supplemental Data Reporting

The program data for non-Area Plan funds, also referred to as Supplemental Funds, (CARES/FFCRA/CAA/OARR/etc.) will be due quarterly with the first report due by October 31, 2022. Communication and further instructions on how to report this data on the Online Data Reporting Tool (ODRT) will be made available at a later date.

Attachments

The following attachments will be sent to all AAAs by email and can be found on the CDA Program Memo webpage:

- Attachment 1 – Service Categories and Data Dictionary, Revised July 2022
- Attachment 2 – CARS Specifications, 5.23.2022

Inquiries

For questions regarding this PM, please email: DataTeam.Reports@aging.ca.gov.

/S/

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